Student Name: _____ **Group:** _____

New Student Hiring Package Checklist*

A copy of this checklist can be attached to each new student hiring package submitted.
Any delayed or missing materials will result in a delay in processing.

New Student Hiring Package Contains:

- ✍ Personnel Action Form (#1071)

- ✍ Training and Testing Requirements Form (#1688)

- ✍ Job Demands Worksheet (#1793)

- ✍ Workplan

- ✍ If student is a foreign national, submit Form #982 to Foreign Visits & Assignments

- ✍ Supplemental Employment Information (#902)

- ✍ Transcripts reflecting current / latest enrollment (unofficial documentation is acceptable)

- ✍ Resume or On-line Student Application (Contact your HR Generalist to determine if student has completed on-line application.)

Additional Information Needed for HR-5 to Proceed with Offer
In addition to the above items, HR-5 may require additional information (i.e., letters of acceptance to degree programs, proof of degree completion or proof of current enrollment).

Submitting Organization Information

Prepared by Name: _____ Phone #: _____

Group: _____ Date Submitted: _____

Mentor Name: _____Mentor Phone #: _____

Mentor email address: _____

For more information, contact your Division's Human Resource Generalist or contact the Student Programs Office at 7-0870 or via email at: progsinfo@lanl.gov.